

IN REPLY REFER TO:  
Job 5317-A-JFH

3 SEP 1969

MEMORANDUM FOR: Executive Director-Comptroller  
Deputy Director for Science and Technology  
Deputy Director for Plans  
Deputy Director for Intelligence  
Inspector General  
General Counsel

SUBJECT : Proposed HR [ ] CIA Language Incentive Program

25X1

FOR CONCURRENCE OR COMMENTS

1. The attached proposal, initiated by the Director of Training, outlines basic policy for the Agency Language Incentive Program, defines eligibility criteria for granting Language Proficiency Step Increases, and sets forth the responsibilities of the Deputy Directors, the Director of Training and the Director of Personnel in the administration of the Program.

2. Any questions which you may have should be referred to  
[ ]

3. Please submit your concurrence or comments within twenty workdays. A concurrence sheet is attached for your convenience.

[ ]  
Chief, Support Services Staff

Attachments:

1. Proposed HR [ ]
2. Concurrence Sheet

cc: D/T

SSA-DDS

C/Language School/OTR 5. 11. 27

GROUP 1  
Excluded from automatic  
downgrading and  
declassification